



# BUILDING DEPARTMENT

P.O. Box 1170, Telluride, CO 81435  
Phone: (970) 728-3923  
www.sanmiguelcounty.gov  
E-mail: building@sanmiguelcountyco.gov

## MINIMUM REQUIREMENTS FOR COMPLETE PERMIT APPLICATION SUBMITTAL FOR SINGLE- & TWO-FAMILY DWELLINGS AND TOWNHOMES

Building permit applications are to include the following items. Incomplete applications will not be processed. Plan review will not begin until the application is complete. Once complete applications are submitted, they will be processed in the order in which they are received:

**\*\*Denotes more information regarding item found on pg. 3**

1. Submit a complete building permit application online **through our website:**  
<https://www.sanmiguelcountyco.gov/FormCenter/Building-Department-6/Building-Permit-Application-62>
2. Upload the following documents as attachments to the building permit application (*note – you may need to combine documents into a single PDF if there are not enough spaces to upload files*):
  - a. Digital copy of scaled construction plans including
    - i. Site plan\*\*
    - ii. Cover page\*\*
    - iii. Floor plan(s)\*\*
    - iv. Elevation plan\*\*
    - v. Building sections\*\*
    - vi. Foundation plan\*\* (*note – engineered foundations are required for all new one- and two-family dwellings and townhouses and shall bear the seal of a Colorado-licensed design professional*)
    - vii. Framing plan\*\*
  - b. Geotechnical report required for all new one- and two- family dwellings and townhouses and additions;
    - i. In lieu of a geotechnical report for new one- and two- family dwellings or additions to them, the engineer of record may identify the soil material classification and presumptive load-bearing value as per IRC Table R401.4.1.
    - ii. The material classification and load-bearing pressure shall appear with other design criteria on the sealed construction plans;
  - c. HERS report (New one-family dwellings over 3,600 sf, new two-family dwellings over 4,000 sf total, and all new townhomes) -OR- declare energy code compliance path on plans
  - d. Manual J, S and D calculations for all one- and two- family dwellings, unless mechanically engineered
  - e. Complete [Development Permit](#) application submitted to the [San Miguel County Planning Department](#):
    - i. New construction/addition
    - ii. Driveway (including fire department approval, if necessary)
    - iii. OWTS (if applicable)
    - iv. Well (if applicable)
    - v. Wetlands (if applicable)
    - vi. Floodplain (if applicable)
  - f. Complete [OWTS permit](#) application submitted to the San Miguel County Environmental Health Department (if required)
  - g. Complete [Road & Bridge driveway permit](#) application submitted to the San Miguel County Road & Bridge

Department (if required)

- h. A signed copy of the construction contract or owner-signed project budget
- i. Homeowners Association written approval (if applicable)
- j. Owner's [Authorization of Agency](#) for designated representative
- k. Proof of well permit or tap approval

For purposes of assessing the [Employee Housing Impact Mitigation Fee](#), adopted by BOCC Resolution 2023-09, a Building Permit application may be determined to be complete if all necessary and complete applications for items e,f, and g, above, have been submitted to the respective San Miguel County department(s) and all application fees have been paid. A complete application means all forms, plans and documents enumerated for each type of development or permit application have been submitted to the appropriate County Department. The omission of any required application, form, plan or document will result in a determination that the application is incomplete. **Any application made complete after 5 p.m. on May 31, 2023 will not be considered complete for purposes of the 50% Employee Housing Mitigation Fee reduction.**

A determination of application completeness is not a finding that the application is in compliance with all applicable codes and regulations. Corrections and modifications may be required prior to issuance of any permit(s).

Building code plan review will not commence until necessary applications for items e,f, and g have been approved.

# ADDITIONAL GUIDELINES FOR SUBMITTAL DOCUMENTS

## **SITE PLAN – include the following:**

1. Name of property owner as it appears on title or warranty deed;
2. Project Address or Legal Description
3. Building Site Elevation
4. North arrow, scale, legend
5. Utility lines
6. Grading
7. Dimension of proposed construction to:
  - a. all property lines and platted easements
  - b. existing structures
  - c. septic system and well
  - d. any natural water course on property
8. Show driveway access, including:
  - a. width and length (*note – driveways 150 ft and longer require fire department approval*)
  - b. grade w/ 2 ft contour lines
  - c. required turnarounds (for fire access) or parking spaces
9. Propane/natural gas tank locations
10. Landscape retaining walls greater than 4 ft in height from bottom of footing to top of finished wall

## **COVER PAGE – include the following:**

1. Correct code cycle (currently the 2018 ICC-codes)
2. Reference correct jurisdictions and zone district
3. Calculated floor areas including lofts, garages, mechanical spaces, closets, and decks
4. Calculated snow melt areas
5. Declare whether the project follows Prescriptive Energy Compliance, a Total Building Performance, (a HERS report will be required for all total performance buildings), or an Energy Rating Index path

## **FLOOR PLAN – include the following:**

1. Label intended uses of ALL rooms and spaces and their square footage
2. Location of plumbing fixtures, appliances, and mechanical equipment
3. Location of windows and doors with dimensions
4. Location of fireplaces and fuel type
5. Identify all heated and unheated areas and how they will be heated
6. Location of all vent and flue terminations
7. Location of smoke and carbon monoxide alarms
8. Location of attic and crawlspace required access(s)

## **ELEVATION PLAN – include the following:**

1. East, West, North, and South elevations
2. Roof pitches, roof underlayment, roof covering
3. Location of all environmental air vent, gas flue terminations, and chimney location and dimensions
4. Location of soffit and ridge/gable vents and dimensions (*note – ventilation not required when continuous spray foam is applied to rafters/top chord of trusses and over truss/rafter heels*)
5. Location of skylights and solar panels
6. Decks, porches, patios, stairs, and guardrails and their material
7. Siding/exterior wall covering

8. Finished grade

**BUILDING SECTIONS – include the following:**

1. Identify all rooms and areas
2. Foundation (footing and foundation wall, piles and grade beam, etc) and adjacent crawl spaces or basements and insulation
3. All required under floor/slab insulation and R-value
4. All concealed spaces
5. Mechanical/electrical/plumbing chases and dimensions
6. Ventilation strategies for attics and crawl spaces
7. Exterior wall assembly (exterior wall covering, water-resistive barrier, exterior shear panels, insulation, vapor retarder, drywall. *NOTE: EFFECTIVE JANUARY 2022, all new residences shall have minimum R-5 CONTINUOUS insulation on exterior side of wall assembly*)

**FOUNDATION PLAN – include the following:**

1. Size and width of footing and foundation walls
2. Depth of footing below grade
3. Size, grade, and location of horizontal and vertical reinforcing steel
4. Specify overlap lengths for reinforcing steel
5. Diameter, length and spacing of anchor bolts
6. Hold-down specifications and locations
7. Size and locations of piers and pads with associated reinforcing steel
8. 28 day concrete strength
9. Perimeter drains

**FRAMING PLAN – include the following:**

1. FLOOR FRAMING:
  - a. Sill plate size
  - b. Type, grade, and size of joists and on-center spacing
  - c. Direction and bearing points of joists
  - d. Beam sizes and bearing points
  - e. Column types and sizes including baseplates and column cap sizes and connection details
  - f. Identify and locate all hangers, fasteners, connectors, and attachments
  - g. Floor sheathing span rating or thickness
  - h. Engineered plans for post and beam structures, timber frames, log buildings, metal and steel buildings, straw bale, moment frames, and other structures not covered under the light frame provisions of the building code.
2. WALL FRAMING:
  - a. Identify stud size and on-center spacing
  - b. Identify location, material, and dimensions of all headers and beams
  - c. Wall sheathing type, thickness, and fastening schedule
  - d. Hold-down specifications and locations
3. ROOF FRAMING:
  - a. If using factory-built trusses, provide:
    - i. Engineered and sealed truss drawings
    - ii. Truss layout diagram
  - b. Label rafter type, size, spacing, and bearing locations. Include collar ties, ridge boards, ridge beams, hips, valleys, and purlins.
  - c. Roof sheathing span rating or thickness and fastening schedule
  - d. Type, size and location of all beams, headers, and columns

e. Identify all hangers, fastening, connectors, and attachments